

<p align="center"><b>Homeland Security Grant program Quarterly &amp; Financial Reports</b>  <b>REMINDER SHEET</b></p>
---

Programmatic and Financial Reports must be submitted to the Arizona Department of Homeland Security (AZDOHS) quarterly.

Reimbursement Requests can be submitted quarterly at a minimum or monthly at a maximum. **Please note**, even if you have \$0 expenditure within a quarter, you still need to submit the Financial Quarterly Report on the format provided.

### Quarterly Reports

Reporting Period	Report Due Date
September 1, 2007 – December 31, 2007	January 15, 2008
January 1, 2008 – March 31, 2008	April 15, 2008
April 1, 2008 – June 30, 2008	July 15, 2008
July 1, 2008 – September 30, 2008	October 15, 2008
October 1, 2008 – December 31, 2008	January 15, 2009
January 1, 2009 – March 31, 2009	April 15, 2009
April 1, 2009 – July 31, 2009	September 14, 2009
To be indicated as the final report	

Quarterly Programmatic Reports and Financial Reports should be submitted using the format provided in your grant award packet and can also be found on our website.

### Where to Send:

#### Programmatic Reports:

Please Mail to: Arizona Department of Homeland Security  
Strategic Regional Planner (see list below)  
1700 West Washington, Ste 210  
Phoenix, Arizona 85007  
Or E-mail completed form (see list below)

#### Planner

- Central, North, Phoenix UASI
  - Susan Dzbanks, sdzbanks@azdohs.gov , (602) 542-1777
- East, West, South, and Tucson UASI
  - Will Schultz, wshultz@azdohs.gov, (602) 542-7044
- State Agencies
  - Lisa Hansen, lhansen@azdoh.gov, (602-542-7014

**Financial Reports & Financial Reimbursement Requests**

Please Mail to: Arizona Department of Homeland Security  
Finance & Administration  
1700 West Washington, Ste 210  
Phoenix, Arizona 85007